

**U.S. DEPARTMENT OF EDUCATION  
WASHINGTON, DC 20202-6244**

FORM APPROVED  
OMB NO. 1810-0657  
EXPIRATION DATE: 08/31/2003

**IMPACT AID PROGRAM**

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR DISCRETIONARY  
CONSTRUCTION PROGRAM, SECTION 8007(b), ELEMENTARY AND SECONDARY  
EDUCATION ACT**

**Paperwork Burden Statement:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0657. This information collection is required to obtain benefits. The time required to complete this information collection is estimated to average 3.3 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: Impact Aid Program, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-6244.

Please read these instructions and the application notice carefully before you complete the application. You should also review the authorizing statute (section 8007(b) of the Elementary and Secondary Education Act) and regulations (34 CFR Part 222), which provide detailed eligibility requirements, definitions of terms, and the specific requirements of various sections of the law. The authorizing legislation and regulations are available on the Impact Aid Program (IAP) Internet web site, [www.ed.gov/offices/OESE/ImpactAid](http://www.ed.gov/offices/OESE/ImpactAid), or from the IAP. If you need further assistance in preparing this application please call the IAP at 202/260-3858.

**WHO MAY APPLY**

A limited number of local educational agencies (LEAs) that are eligible for funding under the Impact Aid Program and that meet certain fiscal capacity and effort requirements may apply for assistance under the discretionary construction program. See the program regulations at 34 CFR 222.170 for complete eligibility requirements.

**HOW AND WHEN TO APPLY**

**The deadline for submitting this application is November 15, 2002.**

An applicant must prepare and file a complete application with the U.S. Department of Education, Director, Impact Aid Program, on or before the final filing date specified above. The original signed application and three signed copies including the application cover page, the Section 8007(b) Program Assurances and Certifications page, the SF-424D (Assurances - Construction Programs), and the Section 8007(b) Additional Department of Education Construction Assurances page are to be sent to the U.S. Department of Education before or on the deadline date. An applicant for an emergency grant must also submit a signed certification by a local official, on letterhead, that the deficiency in the school facility identified in the application threatens the health or safety of the occupants or prevents the use of all or a portion of the building.

An application cannot be considered timely filed and eligible for consideration for funding unless all of these documents are received or mailed with acceptable proof of mailing by the application deadline. Acceptable proof of mailing is: (1) a legibly dated U.S. Postal Service postmark; (2) a legible mail receipt with the date of mailing stamped by the U.S. Postal Service; and (3) a dated shipping label, invoice, or receipt from a commercial carrier. Private metered postmarks and mail receipts that are not dated by the U.S. Postal Service are not acceptable proof of mailing.

Mail the original signed application and three copies to:

**U.S. Department of Education  
Director, Impact Aid Program  
400 Maryland Ave., SW  
Washington, DC 20202-6244**

When an LEA submits the application to the U.S. Department of Education, it must forward a complete copy of the application to its state educational agency (SEA). At the same time, if its state participates in the Executive Order 12372 review process, it must submit a copy of the application to its state's designated single point of contact.

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**COVER PAGE  
(PAGE 1)**

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**Emergency or Modernization Grant**

Check either **Emergency Grant** or **Modernization Grant**. An applicant that wishes to apply for funding for more than one school facility must submit a separate application for each school facility. An applicant may submit both an emergency grant application and a modernization grant application for the same school facility.

**Federal Debt Delinquency**

Check **Yes** if the applicant's organization is delinquent on any Federal debt. (This question refers to the applicant's organization and not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.) Otherwise, check **No**.

**Applicant's D-U-N-S Number**

Enter the LEA's D-U-N-S number that is used on the LEA's section 8003 or section 8002 application. This number also may be found on any Impact Aid formula payment voucher the LEA has received since 1999.

**Applicant's Taxpayer Identification Number**

Enter the LEA's taxpayer identification number as assigned by the Internal Revenue Service.

### **Applicant's Impact Aid Number**

Enter the LEA's Impact Aid number that is used on the LEA's section 8003 or section 8002 application. This number also may be found on any Impact Aid formula payment voucher the LEA has received.

### **LEA Identification and Address**

Enter the LEA's name and complete mailing address, which should match the name and address that the applicant provides to the Department of Education on Impact Aid formula applications.

### **Contact Person**

Enter the name, title, phone and fax numbers, and e-mail address of the appropriate person to be contacted at the LEA if there are questions regarding this application. This may be a different person from the contact person that the applicant provides for its Impact Aid formula application(s).

### **Name of School Facility**

Enter the name of the school facility for which funding is requested. An applicant that wishes to apply for funding for more than one school facility must submit a separate application for each school facility.

### **Enrollment – Section 8003 Applicants**

For school year 2000-2001 as of the survey date reported on the local educational agency's fiscal year 2002 application for section 8003, enter total enrollment in this school facility.

### **Enrollment – Section 8002 Applicants**

For LEAs that applied for section 8002 but did not apply for section 8003, for the state count date in the Fall of school year 2000-2001, enter total enrollment in this school facility and total enrollment in the LEA.

### **Executive Order 12372 Review**

Enter the date the LEA's application was submitted to its state for review. If the applicant's state does not participate in this review process or has not selected this program for review, enter N/A (for Not Applicable). See the appendix for additional information.

### **Authorized Representative Certification**

Enter the name and title of the LEA's authorized representative. The representative must sign and date the cover page of the application, the Impact Aid Program Assurances and Certifications page, the Assurances for Construction Programs, and the Additional Department of Education Construction Assurances.

The IAP cannot consider an application for funding unless it is complete and timely filed. This means that the forms and the signature pages all must be submitted by the application deadline.

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**ADDITIONAL INFORMATION  
(PAGE 2)**

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**Interest in School Facility**

Check **Own**, **Lease** or **Other**. If you check **Lease**, enter the expiration date of the lease. If you check **Other**, briefly describe the arrangement for use of the building.

**Age of School Facility**

Enter the year the facility was built. If this building has had major renovations or additions since the original construction, enter the year and describe the nature of the renovation (e.g., replacement of roof, replacement of heating, ventilation and air conditioning system, construction of additional classrooms).

**Acreage in LEA**

Enter the total acres of land within the boundaries of the LEA. Enter the total acres of nontaxable Federal property within the boundaries of the LEA. Applicants may include Federal property that is not eligible for payments under section 8002 in the second figure.

**Bonded Indebtedness**

Enter the maximum bonding capacity of the LEA. Enter the amount of bonded debt owed by the LEA. Both amounts must be as of the end of the agency's fiscal year 2000-2001.

**Assessed Value**

For each taxing jurisdiction within the LEA, enter the total assessed value of the real property (land and improvements) in the LEA that was taxed for school purposes for school year 2000-2001. Most LEAs have a single taxing jurisdiction and may use just one line on this form to enter their data. Some LEAs contain multiple jurisdictions such as townships or are located in more than one jurisdiction such as two counties and must use multiple lines on this form.

**State Average Assessed Value Per Pupil**

Enter the state average assessed value per pupil of real property (land and improvements) that was taxed for school purposes for school year 2000-2001. An applicant may need to obtain this information from its SEA.

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**TAX RATE INFORMATION  
(PAGE 3)**

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Enter the local real property tax levy, in mills or dollars and cents, that was used to raise funds for capital expenditures for the local educational agency (LEA) for fiscal year 2000-2001. If the LEA does not have a separate tax rate for capital expenditures, enter the total tax rate for school purposes that was used for fiscal year 2000-2001. Most local taxing jurisdictions use a single tax rate for school operations

expenditures for all types of real property under their authority. LEAs with such a single tax rate will only need to use one line of this table. LEAs with multiple tax rates should use a separate line to report each type of property and corresponding tax rate. When funds for capital expenditures for the LEA are raised by more than one taxing jurisdiction, use separate lines to report property types and tax rates for each jurisdiction.

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**PROJECT NARRATIVE FOR EMERGENCY GRANT APPLICATION**  
**(PAGE 4)**

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Enter the proposed start and end dates for the project.

Enter the name, title and organization of the certifying local official. An application for an emergency grant must include a signed statement from an appropriate local official certifying that the deficiency described in the narrative for the proposed project threatens the health or safety of the occupants or prevents the use of all or a portion of the building. The statement must be on the letterhead of the official's agency. Appropriate local officials may include individuals such as a fire marshal, city zoning official, state building inspector, military installation official, Indian Health Service official, or other individuals who are responsible for inspecting school facilities and identifying health and safety deficiencies. Certifying officials may not include staff, contractors or other individuals associated with the LEA.

Describe in detail the nature and scope of the emergency condition, including what components of the building are involved and how much of the building is affected. For example, a leak in the roof in a portion of the school facility that has caused damage to the walls and ceilings would require repairs to the roof as well as the affected areas of the interior. Include information on the proportion of the building occupants affected by the emergency condition.

Explain how the emergency condition adversely affects the health, safety and well-being of occupants of the school facility. Examples could be increased respiratory problems resulting from the presence of mold caused by water leaks, or classrooms that cannot be used because ceiling tiles are in danger of falling down.

Describe any actions the applicant has taken to respond to the emergency condition and why the applicant has been unable to resolve the condition.

Describe how the proposed project will address the emergency condition, and indicate the potential effects of delaying this project, such as increased future costs.

Describe the proposed project and budget in detail. Provide information on how the proposed project will address the emergency condition. Include a timeline of major activities such as design, contract award, and construction start and completion. Report other resources available to the LEA that can be used for this project. Include anticipated receipts, such as a state construction grant, that the LEA has not actually received yet.

Wherever possible, limit the length of this project narrative to the space provided on the form. If a second page is necessary, continue the narrative on one blank page, using the same title as the title on the form. Do not include drawings, designs, or other extraneous documents regarding proposed projects because reviewers will not consider them.

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## **PROJECT NARRATIVE FOR MODERNIZATION GRANT APPLICATION (PAGE 5)**

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Enter the proposed start and end dates for the project.

Describe in detail the need for the modernization of the school facility. This may include factors such as current or anticipated overcrowding, the inability to make use of effective technology, or the inability to offer a curriculum that meets contemporary state standards. Provide information that quantifies and explains the extent of the modernization need. For example, overcrowding could be evidenced by class sizes exceeding state standards or by the use of portable classrooms. An applicant requesting funds to build additional classrooms to alleviate overcrowding should provide information on the capacity of the current permanent facility and the current enrollment for the facility, including students attending school in portable classrooms. Anticipated overcrowding could be documented by population trends and enrollment projections or information about the planned expansion of federal activities. Additional space may also be needed to upgrade an educational program to meet current state standards. This might include such efforts as adding a science lab, computer lab, or media center. An entire building or a portion of a building may need to have its wiring replaced or upgraded in order to support the use of technology in the classrooms and elsewhere. Include information on the proportion of the building's occupants affected by the need for the modernization project.

Describe any actions the applicant has taken to respond to the condition requiring modernization and why the applicant has been unable to resolve the condition.

Describe how the proposed project will address the condition requiring modernization, and indicate the potential effects of delaying this project, such as increased future costs.

Describe the proposed project and budget in detail. Provide information on how the proposed project will address the modernization need. Include a timeline of major activities such as design, contract award, and construction start and completion. Report other resources available to the LEA that can be used for this project. Include anticipated receipts, such as a state construction grant, that the LEA has not actually received yet.

Wherever possible, limit the length of this project narrative to the space provided on the form. If a second page is necessary, continue the narrative on one blank page, using the same title as the title on the form. Do not include drawings, designs, or other extraneous documents regarding proposed projects because reviewers will not consider them.

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## **JUSTIFICATION FOR REBUILDING (PAGE 6)**

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An applicant that believes that rebuilding would be less expensive or more cost effective than repairing or renovating the existing facility must provide a detailed justification, including cost estimates for both alternatives. The applicant may propose rebuilding only if the LEA holds title to the existing facility for which funding is requested.

Wherever possible, limit the length of this project narrative to the space provided on the form. If a second page is necessary, continue the narrative on one blank page, using the same title as the title on the form. Do not include drawings, designs, or other extraneous documents regarding proposed projects because reviewers will not consider them.

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**CHILDREN WHO ATTENDED THIS SCHOOL FACILITY AND WHO WERE INCLUDED  
ON TABLES 1 THROUGH 5 OF THE APPLICANT'S SECTION 8003 APPLICATION  
(PAGES 7 THROUGH 10)**

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Report on these pages those children included on Tables 1 through 5 of the applicant's section 8003 FY 2002 (school year 2000-2001) application who attended the school facility for which funding is requested.

Enter the code numbers, names and addresses of the properties on these forms in this application as they appeared on the section 8003 application. For each property, enter the numbers of children who attended the school facility for which funding is requested. It is not necessary to list properties for which none of the children on the section 8003 application attended this school facility.

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**ASSURANCES AND CERTIFICATIONS  
(PAGES 11 THROUGH 14)**

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The authorized representative for the LEA should review these assurances and certifications for information and then sign and date each form. The signature of the LEA's representative commits the applicant to the assurances contained in the application, including the assurance that the applicant meets all statutory, regulatory and administrative requirements.

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**FINANCIAL INFORMATION**

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The Impact Aid Program will request audited financial reports for the preceding three years from highly ranked applicants before final award decisions are made. These reports will be used to verify the amount of available funds that could be used for this project. In cases where matching funds are required, additional documentation of in-kind contributions will be requested at that time, also.

The IAP may contact state officials to verify data provided by an LEA in this application or in any additional data request, including funds that an LEA may receive from a state school construction program.

## **Appendix**

### **Intergovernmental Review of Federal Programs**

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372—CFDA #84-041C, U.S. Department of Education, Room 7W301, 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, DC time) on the date indicated in the actual application notice.

**PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.**



The list below, prepared by the U.S. Department of Education, is an unofficial version of the State Single Point of Contact (SPOC) List published by the Office of Management and Budget (OMB). The Department has made every effort to ensure the accuracy of the information contained in this unofficial version. It reflects those changes made by OMB as of 08/15/01. The only official and up to date version of the State Single Point of Contact (SPOC) List is posted on the Grants Management section of the OMB web site:

<http://www.whitehouse.gov/omb/grants/spoc.html>. You may review and/or download the Adobe pdf (portable document format) version of this document at the aforementioned site. Please include this statement in any reproduction of this unofficial list.

You are strongly encouraged to access the Intergovernmental Review (SPOC List) link to the Grants Management Information section of the OMB web page regularly in the course of completing grant applications to be submitted to your designated State Single Point of Contact (SPOC). If you do not have access to the Internet, please use the list below to contact the office or individual listed in order to confirm the State Single Point of Contact (SPOC).

### **STATE SINGLE POINTS OF CONTACT (SPOCs)**

It is estimated that in 2001, the Federal Government will outlay \$305.6 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided on the official version <http://www.whitehouse.gov/omb/grants/spoc.html>.

**States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application material directly to a Federal awarding agency.**

Contact information for Federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance [<http://www.cfda.gov/public/cat-app4-index.htm>].

<b>ARKANSAS</b>	<b>CALIFORNIA</b>
Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 W. 7 <sup>th</sup> Street, Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 FAX: (501) 682-5206 tlcopeland@dfa.state.ar.us	Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 FAX: (916) 323-3018 state.clearinghouse@opr.ca.gov

<p style="text-align: center;"><b>DELAWARE</b></p> <p>Charles H. Hopkins Executive Department Office of the Budget 540 S. Dupont Highway , 3<sup>rd</sup> Floor Dover, Delaware 19901 Telephone: (302) 739-3323 FAX: (302) 739-5661 chopkins@state.de.us</p>	<p style="text-align: center;"><b>DISTRICT OF COLUMBIA</b></p> <p>Luisa Montero-Diaz Office of Partnerships and Grants Development Executive Office of the Mayor District of Columbia Government 414 4<sup>th</sup> Street, NW, Suite 530 South Washington, DC 20001 Telephone: (202) 727-8900 FAX: (202) 727-1652 opgd.eom@dc.gov</p>
<p style="text-align: center;"><b>FLORIDA</b></p> <p>Jasmin Raffington Florida State Clearinghouse Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100 Telephone: (850) 922-5438 FAX: (850) 414-0479 clearinghouse@dca.state.fl.us</p>	<p style="text-align: center;"><b>GEORGIA</b></p> <p>Georgia State Clearinghouse 270 Washington Street, SW Atlanta, Georgia 30334 Telephone: (404) 656-3855 FAX: (404) 656-7901 gach@mail.opb.state.ga.us</p>
<p style="text-align: center;"><b>ILLINOIS</b></p> <p>Virginia Bova Department of Commerce and Community Affairs James R. Thompson Center 100 West Randolph, Suite 3-400 Chicago, Illinois 60601 Telephone: (312) 814-6028 FAX: (312) 814-8485 vbova@commerce.state.il.us</p>	<p style="text-align: center;"><b>IOWA</b></p> <p>Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 FAX: (515) 242-4809 steve.mccann@ided.state.ia.us</p>
<p style="text-align: center;"><b>KENTUCKY</b></p> <p>Ron Cook Department for Local Government 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 FAX: (502) 573-2512 ron.cook@mail.state.ky.us</p>	<p style="text-align: center;"><b>MAINE</b></p> <p>Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 Telephone: (207) 287-1461 (direct) FAX: (207) 287-6489 joyce.benson@state.me.us</p>

<p style="text-align: center;"><b>MARYLAND</b></p> <p>Linda Janey  Manager, Clearinghouse and Plan Review Unit  Maryland Office of Planning  301 West Preston Street – Room 1104  Baltimore, Maryland 21201-2305  Telephone: (410) 767-4490  FAX: (410) 767-4480  linda@mail.op.state.md.us</p>	<p style="text-align: center;"><b>MICHIGAN</b></p> <p>Richard Pfaff  Southeast Michigan Council of Governments  535 Griswold, Suite 300  Detroit, Michigan 48226  Telephone: (313) 961-4266  FAX: (313) 961-4869  pfaff@semcog.org</p>
<p style="text-align: center;"><b>MISSISSIPPI</b></p> <p>Cathy Mallette  Clearinghouse Officer  Department of Finance and Administration  1301 Woolfolk Building, Suite E  501 North West Street  Jackson, Mississippi 39201  Telephone: (601) 359-6762  FAX: (601) 359-6758</p>	<p style="text-align: center;"><b>MISSOURI</b></p> <p>Carol Meyer  Teresa Kirchhoff  Federal Assistance Clearinghouse  Office of Administration  P.O. Box 809  Truman Building, Room 840  Jefferson City, Missouri 65102  Telephone: (573) 751-4834  FAX: (573) 522-4395  meyerc@mail.oa.state.mo.us  kirchhoff@mail.oa.state.mo.us</p>
<p style="text-align: center;"><b>NEVADA</b></p> <p>Heather Elliott  Department of Administration  State Clearinghouse  209 E. Musser Street, Room 200  Carson City, Nevada 89701  Telephone: (775) 684-0209  FAX: (775) 684-0260  Helliott@govmail.state.nv.us</p>	<p style="text-align: center;"><b>NEW HAMPSHIRE</b></p> <p>Jeffrey H. Taylor  Director  New Hampshire Office of State Planning  Attn: Intergovernmental Review Process  Mike Blake  2½ Beacon Street  Concord, New Hampshire 03301  Telephone: (603) 271-2155  FAX: (603) 271-1728  Jtaylor@osp.state.nh.us</p>
<p style="text-align: center;"><b>NEW MEXICO</b></p> <p>Ken Hughes  Local Government Division  Room 201, Bataan Memorial Building  Santa Fe, New Mexico 87503  Telephone: (505) 827-4370  FAX: (505) 827-4948  khughes@dfa.state.nm.us</p>	<p style="text-align: center;"><b>NORTH CAROLINA</b></p> <p>Jeanette Furney  Department of Administration  1302 Mail Service Center  Raleigh, North Carolina 27699-1302  Telephone: (919) 807-2323  FAX: (919) 733-9571  jeanette.furney@ncmail.net</p>

<p style="text-align: center;"><b>NORTH DAKOTA</b></p> <p>Jim Boyd  Division of Community Services  600 East Boulevard Ave, Dept 105  Bismarck, North Dakota 58505-0170  Telephone: (701) 328-2094  FAX: (701) 328-2308  jboyd@state.nd.us</p>	<p style="text-align: center;"><b>RHODE ISLAND</b></p> <p>Kevin Nelson  Department of Administration  Statewide Planning Program  One Capitol Hill  Providence Rhode Island 02908-5870  Telephone: (401) 222-2093  FAX: (401) 222-2083  knelson@doa.state.ri.us</p>
<p style="text-align: center;"><b>SOUTH CAROLINA</b></p> <p>Omeagia Burgess  Budget and Control Board  Office of State Budget  1122 Ladies Street – 12<sup>th</sup> Floor  Columbia, South Carolina 29201  Telephone: (803) 734-0494  FAX: (803) 734-0645  aburgess@budget.state.sc.us</p>	<p style="text-align: center;"><b>TEXAS</b></p> <p>Denise S. Francis  Director, State Grants Team  Governor's Office of Budget and Planning  P.O. Box 12428  Austin, Texas 78711  Telephone: (512) 305-9415  FAX: (512) 936-2681  dfrancis@governor.state.tx.us</p>
<p style="text-align: center;"><b>UTAH</b></p> <p>Carolyn Wright  Utah State Clearinghouse  Governor's Office of Planning and Budget  State Capitol, Room 114  Salt Lake City, Utah 84114  Telephone: (801) 538-1535  FAX: (801) 538-1547  cwright@gov.state.ut.us</p>	<p style="text-align: center;"><b>WEST VIRGINIA</b></p> <p>Fred Cutlip, Director  Community Development Division  West Virginia Development Office  Building #6, Room 553  Charleston, West Virginia 25305  Telephone: (304) 558-4010  FAX: (304) 558-3248  fcutlip@wvdo.org</p>
<p style="text-align: center;"><b>WISCONSIN</b></p> <p>Jeff Smith  Section Chief, Federal/State Relations  Wisconsin Department of Administration  101 East Wilson Street – 6<sup>th</sup> Floor  P.O. Box 7868  Madison, Wisconsin 53707  Telephone: (608) 266-0267  FAX: (608) 267-6931  jeffrey.smith@doa.state.wi.us</p>	<p style="text-align: center;"><b>AMERICAN SAMOA</b></p> <p>Pat M. Galea'i  Federal Grants/Programs Coordinator  Office of Federal Programs  Office of the Governor/Department  of Commerce  American Samoa Government  Pago Pago, American Samoa 96799  Telephone: (684) 633-5155  Fax: (684) 633-4195  pmgaleai@samoatelco.com</p>

<p style="text-align: center;"><b>GUAM</b></p> <p>Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: 011-671-472-2285 FAX: 011-671-472-2825 jer@ns.gov.gu</p>	<p style="text-align: center;"><b>PUERTO RICO</b></p> <p>Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940-1119 Telephone: (787) 723-6190 FAX: (787) 722-6783</p>
<p style="text-align: center;"><b>NORTHERN MARIANA ISLANDS</b></p> <p>Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2289 FAX: (670) 664-2272 omb.jseman@saipan.com</p>	<p style="text-align: center;"><b>VIRGIN ISLANDS</b></p> <p>Ira Mills Director, Office of Management &amp; Budget # 41 Norre Gade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 FAX: (787) 776-0069 Irmills@usvi.org</p>

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to [grants@omb.eop.gov](mailto:grants@omb.eop.gov). If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management  
Office of Management and Budget  
New Executive Office Building, Suite 6025  
725 17<sup>th</sup> Street, NW  
Washington, DC 20503

**Please note:** Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the Catalog of Federal Domestic Assistance (CFDA) [<http://www.cfda.gov/>].